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UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN

# GUIDELINES AND CODE

A HANDBOOK FOR STUDENTS AT CHICAGO CIRCLE



UNIVERSITY OF ILLINOIS AT CHICAGO CIRCLE 1965-1966



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If a college did nothing else in this Western land than, by its sharp contrast with eager haste for wealth and power, show by its quiet, patient, long continued following of something that did not immediately pay, that life had another and possibly a wiser interpretation, this result alone would justify all that is done to build it up.

Is it a small thing to turn a man or woman aside from mere gain to the building up of character? Is it nothing to train up citizens that can find no temptation in wealth to make them neglect duty? Is it wasted time to fit men to do things thoroughly, just for the sake of doing them, even though they may never be paid ever so remotely for it?

What can be nobler than to found an institution that, by the simple force of its daily life, shall go out among the young and call each one to a higher life than he could have found without it!

—From the inaugural address of  
Dr. Joseph Ward, founder and  
first president of Yankton College

Universities open their doors and bid the student welcome at the onset of each new academic year. However, although the front door of a university is indeed swung open by the body of people who maintain the institution—in this case the citizens of Illinois—there are many doors inside that are best opened by the key the student carries in his own hand—his interest in himself, his education, his fellows, and his community as a whole. The Student Affairs concept at Chicago Circle is patterned on the hope that this interest will provide the notches which form the key to educational experience.

The University of Illinois at Chicago Circle works from the principle that academic experiences of students are enriched by supportive services and out-of-class experiences. From this principle, a unified approach has been devised that relates students, faculty, and the institution.

Study and communication, health and recreation, personal freedom and self-discipline, student needs and student energies directed toward the needs of others—all these concerns take on great meaning when the University community recognizes them and at the same time channels each in its proper direction.

You are invited to explore this concept by participating in its various aspects

during that part of each day that you spend at Chicago Circle.

A successful and meritorious urban university, even though it must face up to the reality of a sizable student population, provides within its educational processes and its supportive functions several comfortable balancing points between standing with the many—when appropriate—and proceeding on one's own initiative toward the fullest educational development.

To help you to become acclimated at Chicago Circle, the University of Illinois has prepared this review of student services. Essentially, these services are organized around those broad student needs and interests that experience has shown to be generally predictable. Additionally, the services are designed to identify individual potentials and, wherever possible, to facilitate their attainment.

Even before a student attends his first class, a number of departments and administrative divisions are preparing his way. Personnel of the offices of Admissions and Records, of the several Deans and Directors, of the Student Counseling Service, and of the Health Service meet with the applicant personally. These offices take both an early and a continuing interest in the student's progress. There will be times of decision making in your college years when one or another of these services may provide valuable answers to your questions because of the cumulative value of their counseling and record keeping.

The University hopes that as a member of the Chicago Circle community you will experience a new kind of growth—academic, social, cultural, and personal. The friendships you will make among the students and faculty from other parts of Chicago, other parts of the state of Illinois, other parts of the United States, and even from other parts of the world can be rewarding and can provide you with fulfillment of the real goal in education—the art of learning about and living with your fellow man and the promise of becoming a fuller person by virtue of this association.



## The Structure of the University

Like all well-run academic communities, the University is structured to facilitate the fulfillment of its functions. The first step for a student who wishes to become a member of this community is to know what that structure is.

*The University* is headed by President David Dodds Henry, who maintains offices both in University Hall on this campus and in the Administration Building on the Urbana-Champaign campus. He keeps in close touch with the two University campuses in Chicago (the Chicago Circle campus and the Medical Center campus). Vice President Norman A. Parker administers the academic, student, and institutional affairs at Chicago Circle.

*Academic Affairs* at Chicago Circle are in charge of Dean Glenn Terrell. Each of the four colleges and two divisions has a dean or a director. Liberal Arts and Sciences (Glenn Terrell, Acting Dean), is the largest college; the others are Engineering (Robert B. Banks, Dean), Business Administration (Raymond W. Coleman, Dean), and Art and Architecture (Leonard J. Currie, Dean), and the Divisions of Education (Victor E. Ricks, Director), and Physical Education (Sheldon L. Fordham, Director). You will get acquainted with representatives of your college or division during registration and thereafter whenever you wish to discuss your education plans further.

### Your Campus

There is a shining newness to all that meets the eye at Chicago Circle, yet already there are three buildings that bear a mutual distinction: Every student will spend some time in each of them to integrate and augment important segments of his university education. Three all-embracing structures are University Hall, the Library, and Chicago Circle Center.

**University Hall**, the tallest building on campus, is Chicago's newest landmark in the educational sphere and one of the city's most imposing structures of any kind. Rising 28 stories above Chicago Circle, it widens as it rises in an ingenious cantilevered design. University Hall is the administrative center of Chicago Circle, housing a broadly conceived administration that includes faculty and departmental offices and those of the teaching staff. The student will pay his fees, visit the several student services, and consult his college and department offices in University Hall.

**The Library.** The extensive collection of books, periodicals, and documents of the Library grows larger as you read these lines. Supervising its growth and administering its services to students and faculty is a corps of librarians, headed by Mr. Frazer Poole, that includes not only specialists in library science but individuals with special competence in the subject fields with which they deal.

Because you will constantly use the library, familiarity with the following information will enable you to take maximum advantage of its services.

*Hours.* Monday through Thursday, 7:45 a.m. to 10 p.m.; Friday, 7:45 a.m. to 5 p.m.; Saturday, 9 a.m. to 3 p.m. Between quarters, 7:45 a.m. to 5 p.m.; closed on Saturday.

*Library Cards.* Your University Identification Card is your library card, to be presented each time you withdraw materials. When you leave the library, you show to the exit attendants all books, pamphlets, and periodicals you are carrying.

*Open-Shelf and Reference Books* may be borrowed for outside use for two weeks. With some exceptions, two renewals are possible unless the book is needed by another student. Reference books, those labeled "noncirculating," and bound periodicals may not be withdrawn. Other library materials—pamphlets, documents, phonodiscs, maps, and framed reproductions of prints and paintings—are on loan under special conditions.

*Fines and Lost-Book Charges.* A fine of 15 cents per day is charged for overdue books; they may not be renewed once they are overdue. Such fines and charges are deducted from the general deposit paid by each student when he registers.

A student fills out and signs a general deposit account card for each fine or charge, or the Library may fill out this card for a student *in absentia* when necessary.

Lost books should be reported immediately to avoid building up excess fines. If such books are not found after a reasonable time, the loser will be charged for them. The student's records will be encumbered if all library material has not been returned or all outstanding fines and charges have not been cleared by the close of the quarter. Transcripts of credits will not be issued, nor will a student be permitted to reregister for classes until charges are paid.

*Photocopy Service* is available at 10 cents per frame in Room 350, first floor, Monday through Friday, from 8:30 a.m. to 12 noon and 12:30 to 4:15 p.m.

**Chicago Circle Center**, directed by Mr. James J. Overlock, is the crossroads of campus life. The center has two connected buildings: one, an eight story structure; the other, three stories. The Center's activity, dining, and recreational rooms offer a variety of services, which may be grouped as follows:

*Food Service*, including two cafeterias and a snack-shop.

*Recreation*, including swimming pools, ballroom, bowling alley, handball courts, rifle range, archery range, dance studio, and facilities for billiards, table tennis, fencing, golf practice, gymnastics, and shuffleboard.

*General Service*, including general lounges, information desk, barber shop, lost and found, activity room reservations, campus tours, and check cashing.

*The Bookstore*, which stocks textbooks and class supplies.

*The Book Center*, for browsing and the purchase of paperbacks.

Additional facilities include meeting rooms, the music lounge, the listening lounge for recordings, television rooms, and the art gallery.

Such a listing, of course, does not describe the interconnection of the various Center services. Too, the Center Program includes activities that are an integral part of the total academic and student-affairs milieu at Chicago Circle.



## Student Affairs and Student Services

Student affairs and student services at Chicago Circle are in charge of Dean Robert M. Crane. The several offices are designed for the student who wishes specialized assistance and for the student who has need to consult privately, and for implementation of the overall University concern that the student continue to balance his several relationships within the academic community.

Services that cover counseling, financial aid (scholarships, loans, and student employment), health, and organizations and activities also give special assistance to students who call upon them.

The student members of the Chicago Circle academic community are warmly invited to make use of these student affairs and student services offices. A good rule of thumb to follow is this: on an academic question or problem your best resources are first the particular instructor and next the office of your college dean or division director; closely related questions or problems always can be taken up with the appropriate student affairs and services persons.

**The Student Counseling Service** is headed by Dr. Harold Klehr. The counseling function is by no means confined to a single department, but there is one service which bears the name Student Counseling Service because its specialized and personal interests extend to all students. In addition to the pre-entry testing and counseling, by which your achievement, aptitude, and interest were measured before you entered college, it evaluates the early directions of your college career.

Educational, vocational, and personal counseling are available to registered students who request these services. Valuable experiences are provided through group counseling in the improvement of reading facility and study skills. The group work in study skills may be generalized or may be paralleled with academic needs.

Individual and group tests are offered to registered students in support of educational, vocational, and personal counseling. The latter include interest and aptitude tests, personality evaluation tests, and tests for admission to the graduate and the professional schools.

**The Foreign-Student Affairs Coordinator**, Miss Laurette Kirstein, is a liaison officer in the several technical aspects of foreign-student and faculty relationships at Chicago Circle. The Coordinator is also on the staff of the Counseling Service and has the advice of the faculty-student Advisory Committee on Foreign Students.

**The Health Service**, headed by Dr. John E. Kysar, is on the 11th floor of University Hall. Students receive outpatient care for routine health needs. The Service's primary concerns are prevention, early identification, and initial treatment of problems in physical and mental health. To the new student the Health Service gives a tuberculin skin test, a chest X-ray, and other check-ups. The consultative staff is available for the medical concerns of all students.

A further extension of the Health Service is the University Hospital-Medical-Surgical Insurance that offers the student protection in depth at low cost. See the Catalog or, "Academic Regulations."

*The Office of Organizations and Activities*, administered by its Director, Mr. Seymour S. Raven, seeks to chart the avenues by which free and responsible students will identify themselves with educational, cultural, social, and recreational movements on any of several structural levels, including the more highly developed and exacting legislative functions of student government, financial operations, publications, forums, communications, and publicity. Activities that fall within the purview of the Director of Organizations and Activities include the following:

1. Assistance to student government in elections, legislation, and general administration.
2. Guidance of student publications in their overall management and in the journalistic training of their staffs.
3. Overall guidance of organizations, clubs, honor societies, and other groups.
4. Establishment of leadership and officer education-and-training programs; preparation of officers' manuals and guides.
5. Guidance in the development and application of prudence in financial matters.
6. Administration of simplified and minimal systems and procedures for general management of organizations and activities.
7. Coordination with offices that share direct responsibilities for student and out-of-class programs, i.e., Chicago Circle Center activities, departmental clubs, University Business Office, and certain community and city agencies.
8. Recording changes in approved rules and regulations, made during the annual review, that appear in *Guidelines and Code*.
9. Keeping necessary records and materials applicable to organizations and activities.
10. Engaging students and staff in evaluation procedures and research projects related to improving organizational and activity life.

**The Dean of Men and The Dean of Women**, Mr. Warren Brown and Miss Agnes Tandberg, are responsible for general student guidance. Students who visit the Deans' offices are often referred for professional consultation to the college office, the class-room instructors, the Counseling Service, and the Health Service.

Finally, an important operating principle in student affairs is that of faculty-student representation: students are invited to assume leadership roles and responsibility by serving on various operational, policy, and advisory committees. Student representatives contribute a vital part to the ongoing processes that insure harmony among and awareness of the roles of the individuals in the academic community.







## Student Organizations and Activities

If one assumes that a full educational experience includes not only the acquisition of knowledge but also its application, then out-of-class student organizations and activities are necessary to the academic process; hence, students and faculty at Chicago Circle are presently attempting to build out-of-class activities that will have the quality and flexibility needed in a university that will have 20,000 students in 1970.

The University of Illinois at Chicago Circle recognizes many student organizations and activities. The nearly sixty organizations currently functioning can be best illustrated by the following examples: honorary groups—Phi Eta Sigma (men), Alpha Lambda Delta (women); religious groups—Yavneh, Lutheran Student Association, Inter-Varsity Christian Fellowship, Newman Club; professional and educational groups—Forensic Union, English Club, American Chemical Society, Student Education Association; interest groups—International Relations Club, Radio Club, Illi-Sota, Orchesis; student government—Student Congress; political groups—Young Democrats, Young Republicans; social-issues groups—UICC Friends of SNCC; and the *Chicago Illini*, the student newspaper. In addition, athletic and intramural groups are large and active. Often the most intimate and memorable friendships and the most stimulating fusions of educational experiences emerge in out-of-class activities. Thus, it is important to choose those groups and associations that reflect one's personal and academic values.

As the university grows, several additional groups will become associated directly or indirectly with Chicago Circle. This year the Duncan YMCA has begun a campus program that includes plans for summer student travel abroad, Freshman Orientation Camp, international student orientation, and several other ongoing activities. The Newman Foundation will soon build adjacent to the campus. Denominational leaders, although they will not have offices on the campus, will have frequent opportunities for visitations and interchanges among students and faculty at Chicago Circle. As new curricula are added, more professional and educational groups will be organized, for the present number of student activities and events will probably double as the University quadruples in enrollment.

General policies and regulations for student affairs are made by several committees composed of faculty and students. Chief among them are the Senate Committee on Student Affairs, which has overall purview of student affairs and advises the Dean of Student Affairs, and the Committee on Organizations and Activities, which has jurisdiction over the allocation of the Student Activities Fund and, among other functions, the recognition of new organizations.



## Code for Organizations and Activities

Thus far, *Guidelines and Code*, has stated some of the responsibilities and obligations each student is expected to assume while he is enrolled at the University of Illinois at Chicago Circle. As a member of the University community, the student is accorded rights and privileges. These include the right to the best education possible within the resources of the institution, the right to share in the formulation and evaluation of regulations and policies which affect his life as a student, and the right to a reasonable explanation of institutional policies and procedures. As in any community, individual freedom, rights, and privileges within the University entail equal personal responsibility.

To clarify this responsibility, *Guidelines and Code* presents a compilation of policies and regulations designed to promote the general welfare of the student body. These policies and regulations provide guidance so that students may organize and effectively operate student government, other organizations, interest groups, activities, and social and special events. *Guidelines and Code* enumerates regulations which govern standards of conduct contributing to the safety and well-being of all University students and to the enhancement of the general welfare of the University community. The Code\* is organized to present students and faculty with an over-all view of organization and activity life. Wherever possible, the rationale for rules and policies has been included. If such a rationale is lacking, the student may ask a professor or an administrative officer to state it. Certainly, the student should consult with fellow students for the answers to questions about everyday life on campus; consultation is vital in framing workable ideas. A student should furthermore keep in mind that his ideas and suggestions are valuable in shaping an educational community which will serve his own and the University's interests.

\*Subject of approval by the Chicago Circle Senate.

### **Part 1. The Committee on Organizations and Activities**

The detailed description of this faculty-student committee elaborates its complex duties and functions in conducting the affairs of student organizations and activities.

#### **Section A. Membership**

Six faculty members, one of whom shall be the chairman, are appointed by the Vice President. The Director of Organizations and Activities serves

*ex officio* with vote and as executive secretary. The Dean of Men, the Dean of Women, and the Program Director of the Chicago Circle Center serve as *ex officio* members without vote.

Seven students are members of this Committee. A student usually serves for one year; in no case shall a student serve for more than two years. Applications for student membership on the Committee are submitted to the Student Congress. Upon consultation with the Director of Organizations and Activities, the Executive Committee of the Student Congress interviews applicants and submits seven names, which have received the approval of the Student Congress, to the Dean of Student Affairs. These students shall be representative of several areas of campus life.

### **Section B. Duties and Functions**

The Committee on Organizations and Activities discharges the following duties and functions together with such others as may be assigned to it from time to time by the President of the University or by the Vice President of the Chicago Circle campus, or his designate, the Dean of Student Affairs.

1. *Advising the Director of Organizations and Activities.* The Committee generally advises the Director of Organizations and Activities on matters pertaining to student organizations and activities, including the following: the granting of University recognition; the general use of University facilities; the supervision of social and special events; organizational and individual trips off-campus; the allocation of funds from the Student Activities Fee Fund; and the encouragement of conditions that promote the general welfare of all students while on campus or while engaged in off-campus University-sponsored activities.
2. *Formulation of Rules and Regulations.* The Committee formulates the rules and regulations that will implement the established policies.
3. *Delegation of Functions.* The Committee may delegate to subcommittees such functions as it sees fit. These subcommittees may be made up wholly from the membership of the Committee on Organizations and Activities or may include additional members from the University staff or student body. These subcommittees may be appointed as standing or as *ad hoc* subcommittees. Each subcommittee is empowered to elect its own chairman.
4. *Code Revision.* The Committee shall appoint a standing Subcommittee on Code Revision. The Director of Organizations and Activities shall convene the Subcommittee at least once each quarter. The Committee on Organizations and Activities acts on the Subcommittee Report of proposed changes in the Code.
5. *Meetings.* The Committee shall meet at least twice a month during a regular quarter. Additional meetings may be called as deemed necessary by the Chairman or by majority vote of the members.

### **Part II Academic Standards for Student Officers**

Each organization and activity must have a clear and specific statement of

the academic standard (grade average) that is to be maintained by a student who runs for or holds an office in the organization or activity. This statement will appear in the constitution or the operating rules of each organization along with an explanation of procedure for filling an officer vacancy created by below standard grades.

A student whose continuance in the University is in jeopardy because of a low grade average should not assume responsibility in an organization or an activity. If a student is eligible to hold office under the academic standard set by the organization or activity, he should be sure that he can both run for and hold office and continue to maintain his grade average. The risk of academic failure should be carefully considered and evaluated by each student contemplating such activity.

Participation in organizations and activities does not preclude being dropped for poor grades nor is it a factor in evaluation for readmission to the University.

The Committee on Student Affairs (May, 1965) has endorsed the following statement for the consideration of each student organization.

As of fall quarter 1965, a student may not hold a major office—president, vice president, secretary, treasurer—or a committee chairmanship or co-chairmanship if his cumulative grade average is below 3.0. Should a student holding an office or a chairmanship or cochairmanship fall below a 3.0 average, the organization, at its next meeting, shall declare that a vacancy has occurred and that it shall be filled according to the provision of its constitution or its by-laws.

### **Part III. Recognition of and Requirements for Student Organizations and Activities**

University recognition gives certain rights and privileges to organizations and activities. These include (1) the use of University facilities and services, (2) University sponsorship of certain group functions, and (3) use of the Student Organization Fund and the Student Activities Fee Fund.

#### **Section A. Pre-Organization Status**

A group of students who wishes to meet to establish a recognized organization should take the following steps:

1. Notify the Director of Organizations and Activities of such intention, furnishing at the same time the name of an individual student or a committee assuming the responsibility for the organizing efforts.
2. Present a brief written statement describing the purpose to be served by the contemplated organization. Pre-organization status allows a group to schedule space in University facilities. This status expires at the close of the quarter.
3. Request needed meeting space through the Director of Organizations and Activities.

## **Section B. Requirements for University Recognition**

A group seeking University recognition should submit to the Director of Organizations and Activities (1) an application which contains names of students responsible for the organization and that of the faculty adviser; (2) the requirements for membership; (3) a statement of membership charges, if any; (4) a statement of purpose and a copy of the proposed constitution or operating rules.

Any student organization that has in its constitution a clause which limits, or which itself in practice limits, membership on the basis of race, religion, or national origin is not granted University recognition.

By October 1, 1965, each presently recognized organization is to submit its constitution or operating rules to the Committee on Organizations and Activities for recognition according to this Code.

Inasmuch as a formal statement from the Board of Trustees on this subject was being prepared at the time this publication went to press, students are advised to consult with the Office of Organizations and Activities prior to the preparation of constitutions or operating rules.

## **Section C. Changes in Constitutions or Operating Rules**

Subsequent additions to or changes in the constitution or operating rules and the statement of purpose of an organization are submitted to the Director of Organizations and Activities for approval by the Committee on Organizations and Activities.

## **Section D. Withdrawal of University Recognition**

Organizations that fail to comply with this Code or with University regulations are subject to action by the Committee on Organizations and Activities. This action may entail warning, probation, or withdrawal of University recognition. Before action is taken, the Committee on Organizations and Activities will consult with the officers of any such organization.

Recognition of any organization may be withdrawn at any time because of (a) policies or practices indicating noncompliance with requirements for recognition or with the Code and University regulations; (b) levying excessive fees, dues, or assessments; (c) inactivity; (d) purposes or practices contrary to commonly accepted standards of safety; (e) engaging in degrading activities, such as hazing.

## **Section E. Eligibility for Membership in Recognized Organizations**

Active membership in recognized student organizations is limited to registered students and members of University faculty and staff. Any activity or organization may establish additional eligibility rules consistent with Section B, Part III of this Code.

## **Section F. Social Events**

1. Plans for social events and special events sponsored by student organizations (e.g. dances, parties, plays, musicals, contests, conventions) are re-



viewed for compliance with pertinent regulations by the Director of Organizations and Activities. Before space can be reserved, such events are registered with the Director. Assurance of the presence of the faculty adviser or of invited faculty guests is required for social or special events other than regular meetings. The names of such persons are to be stated when the activity is registered.

2. Beer, wine, or other intoxicating liquor may not be served, carried, or consumed at any event held on the campus. An organization may not serve or have served, beer, wine, or other intoxicating liquor at an off-campus University-sponsored event.
3. Fire and safety precautions are to be observed. Decorations are to be flameproof, exits are to be open and unobstructed at all times, and other appropriate precautions are to be taken to prevent injuries. Questions on such matters are to be referred to the office of the Director of Organizations and Activities and to the University Safety Officer. Organizations are to comply at all times with fire safety ordinances and all other ordinances applying to the places where events are held.
4. Closing hours of all social events on-campus are one half-hour before the closing hours of the building or the campus. The closing hour for an off-campus event is to be determined in consultation with the Director of Organizations and Activities.
5. The officers and other members of an organization are responsible for events and activities sponsored by that organization.

### **Section G. Scheduling Space**

Meeting space on campus is scheduled through the Reservations Office in the Chicago Circle Center.

### **Section H. University Bulletin Boards**

Notices to be posted on locked bulletin boards are to be submitted to the Office of Space Utilization. Notices to be posted on cork bulletin boards may be posted as desired.

### **Section I. Picketing**

Students who picket on University premises must do so in a peaceful and orderly fashion. Picketing should not invade the rights of others, interfere with the operations of the University, or place in jeopardy the public order and safety. Specifically, the following conditions must be met:

1. *Traffic.* Automobile and pedestrian traffic must not be obstructed.
2. *Entrances.* Entrances to buildings and driveways must not be blocked or traffic interfered with.
3. *Inside Buildings.* Picketing inside University buildings is prohibited.



4. *Noise.* There shall be no noise-making activity which disturbs classes or any other scheduled event.
5. *Interference.* There will be no harassing of passers-by or other interference with their activities.
6. *Damage and Littering.* There will be no damage to property, including lawns and shrubs, nor littering on premises with signs, leaflets, refuse, or other materials.

#### **Section J. Distribution of Printed Material**

Distribution of printed materials is permitted under these conditions:

1. *Identification.* Students or student groups responsible for random distribution of printed materials must be identified and registered with the Director of Organizations and Activities. The materials to be distributed must bear the name of the issuing person or organization.

*Inside Buildings.* Distribution of such materials is limited to the foyers of buildings.

*On Campus.* Distribution on campus and at outdoor events is permitted as long as there is no littering or interference, such as blocking traffic, noise, or harassment, with a meeting or an event.

2. *Sale.* Sale of printed material must be authorized by the Committee on Organizations and Activities.

#### **Section K. Work Requests, Services, and Electrical Work**

Requests for work to be done by the Physical Plant Department are presented to the Director of Organizations and Activities, who processes the request and gets estimates of Physical Plant costs.

#### **Section L. Opinion Polling**

Conducting opinion polls in University buildings or on the campus is permitted only as authorized by the Senate Committee on Student Affairs.

#### **Section M. Solicitation of Funds**

Solicitation of funds in University buildings or on the campus is permitted only as authorized by the Committee on Organizations and Activities.

### **Part IV. Hearings and Appeals**

Hearings and appeals on rules, regulations, and/or practices encountered throughout student affairs, and in the Code particularly, may be had by any student or organization. The appropriate existing faculty-student advisory committee, on presentation of a written request to either the committee chairman or to an appropriate dean or director, will grant such a hearing. An appeal may be made to the Senate Committee on Student Affairs. Request for a hear-

ing or an appeal should include facts and details and, if possible, a suggested solution of the problem.

## **Part V. Finances of Student Organizations and Activities**

### **Section A. General Policies**

To observe the precautions necessary in handling large sums of money, to protect the students and the University, and to provide a good educational experience in financial management, certain systems and procedures need to be followed.

1. *Solicitation or Raising of Funds.* Soliciting of funds by a recognized student organization or by an individual acting in the name of an organization, selling tickets, receiving contributions, or attempting to raise funds in any manner or for any purpose from persons outside the organization's own membership is permitted only upon prior authorization by the Director of Organizations and Activities.
2. *Purposes for Which Money May Be Raised.* All funds are to be used for the benefit of the organization as a whole and for the promotion of the interests for which that organization was established. Proceeds from money-raising projects, dues, and contributions received by recognized organizations shall be turned over to the treasurers of these organizations.
3. *Purchases by Students or Organizations.* "The Treasurer's Handbook" explains the methods by which student treasurers are empowered to make purchases or to enter into financial commitments in the name of the University as one of its recognized organizations.

### **Section B. Types of Funds**

*The Chicago Circle Student Organizations Fund\** [SOF] consists of monies accumulated and acquired by an organization through its own affairs and activities and deposited with the University Business Office Cashier, Room 406, University Hall.

This fund is operated under authority of the Board of Trustees, without liability to the University, to consolidate and coordinate financial accounts of various organizations, to secure uniformity in accounting records, to maintain continuity of records of student business officers and their successors, and to aid undergraduate organizations in keeping their activities on a sound business basis.

All student organizations, groups, and extracurricular-activity projects transact their financial affairs through the Chicago Circle Student Organizations Fund (SOF). Services of this Fund are also offered to all faculty organizations. All groups utilizing the service agree to abide by the regulations governing the operations of the Fund.

\*Council of Administration Minutes, April 29, 1932

The SOF operates under the direction of representatives of student organizations, faculty groups, and extracurricular activities transacting business through the Fund. These representatives exercise their direction at the Annual Meeting. The direction between the Annual Meetings shall be given by the Executive Board, which shall include: (1) three student members elected at large at the Annual Meeting, (2) the University Comptroller, represented by the Assistant to the Business Manager for the Chicago Circle campus, who shall serve as Treasurer of the Fund, and (3) the Dean of Men, who shall serve as secretary of the Fund and secretary of the Board.

*Student Activities Fund\** [SAF]. An auxiliary fund has been established by the Board of Trustees from a portion of the Service Fee paid by students who register at Chicago Circle. Designated the Student Activities Fund, it is earmarked for the financing of student organizations and activities, while other portions of the Service Fee are allotted to Chicago Circle Center and the intramural and intercollegiate athletic programs.

All recognized student organizations may apply for monies from the Student Activities Fund by submitting a written request for a budget hearing in April in order to receive an allotment for the ensuing year. These requests for funds needed during the regular school term will be considered by the Committee on Organizations and Activities.

Appropriations and expenditures from the Student Activities Fund are administered by the Director of Organizations and Activities after allocation has been made by the Committee on Organizations and Activities. Allocations are made exclusively for the support and maintenance of recognized organizations, activities, and projects which relate to the general welfare of the entire student body. Individual organization accounts are set up with money appropriated from the general fund and credited to specific organizations after budgetary hearings and appropriate action to approve specific allocations made by the Committee on Organizations and Activities. All expenditures from the Student Activities Fund must conform to the general University policy on expenditures of University monies and are subject to audit in the same way as any other University account.

For the general and specific requirements of an organization in the handling, through its treasurer, of finances included in the SOF and SAF, it is recommended that students consult the "Treasurer's Handbook."

\*Board of Trustees Minutes 1947

# **General Information and Regulations**

## **1. Individual Absences.**

A student's responsibility for attending his classes is constant, even though he participates in events of recognized organizations and activities which might entail his absence from class. The student is always responsible for an explanation of his absences. If he has been absent because he has attended an event approved by the Committee on Organizations and Activities, the Director of Organizations and Activities will provide on request and if appropriate an explanation that can be presented to the student's dean and his instructors. Excused absences are not given by anyone in the University.

## **2. Group Absences**

Approval for events proposed and sponsored by recognized organizations may be granted by the Committee on Organizations and Activities. The general regulations covering absences of groups and organizations, except departmental field trips and athletic team absences, are determined by the University Senate acting through its Committee on Student Affairs.

## **3. Safety Regulations**

The following activities are prohibited on the campus:

1. Riding bicycles, motor scooters, motorbikes.
2. Riding skate boards.
3. Playing ball in locations other than the athletic field.

Pets of any kind may not be brought to the campus.

## **4. Use of University Cars**

When the members of an organization or an activity use a University car, they must be accompanied by a member of the faculty or the staff. The Director of Organizations and Activities shall issue the Car Release Order and Mileage Report, which is subsequently given to the Transportation Office. An exception to this policy requires approval of the Committee on Organizations and Activities and the signature of the Director of Organizations and Activities.

## **5. Overnight Trips**

A University-recognized organization or activity that files intent to take an overnight trip must meet the following requirements:

File in the Office of the Director of Organizations and Activities the follow-

ing information: 1. A detailed statement of the plans and a list of the members making the trip. 2. The Parent's Authorization for Overnight Trips for participating women students. 3. A description of hosting provisions and overnight accommodations that indicates the measures taken for the safety and well-being of the individuals involved.

#### **6. Sunbathing**

Sunbathing is acceptable on a beach or at a resort; in public view on a university campus it is not. However, the deck of the swimming pool in Chicago Circle Center may be used for sunbathing.





# Financial Aid

.....the common stock of intellectual enjoyment should not be difficult of access because of the economic position of him who would approach it, that those best results of civilization upon which depend the finer and freer aspects of living must be incorporated into our common life and have free mobility through all elements of society if we would have our democracy endure.

Jane Addams  
*Twenty Years at Hull House*

## Scholarships

Scholarships and other financial aids at Chicago Circle are assigned through the Office of Financial Aids, which is responsible for interviewing, counseling, receiving applications, and, finally, assigning available scholarships and various awards, assigning loans, and uncovering employment opportunities.

Most scholarships for Chicago Circle are awarded to state, indeed to local-area-residents, since the University is state-supported.

A superior academic record, financial need, and an application on file that includes a Parents' Confidential Statement provide the evidence of need and eligibility for scholarship assistance. An estimated budget for tuition and fees, books, travel expenses, and personal needs will assist the student in evaluating his degree of financial need.

### Estimated Student Budget for an Academic Year (3 quarters)

Costs		
Tuition and Fees.....	\$291.00	Savings and Cash on Hand.....\$ _____
Books and Supplies.....	150.00	Earnings During Budget Period..... _____
Lunches and Travel Expenses.....	255.00	Aid from Parents, Relatives, or Guardian..... _____
Automobile Upkeep.....	_____	Scholarships (Name and Value)..... _____
Personal Expenses		Loans (Name and Value)..... _____
Married Students or Students with		Other Resources..... _____
Housing and Board Costs Attach		Total Resources..... _____
Detailed Statement.....	_____	
Total Costs.....	\$912.00	

As in many universities, the University of Illinois at Chicago Circle does not have enough scholarship monies to make awards to all students who are qualified, so scholarships must be assigned to those students who are the best qualified and who show academic and personal promise of profiting from such funds.

Additionally, in a broad sense, a financial award has already been made for each student enrolled at the University of Illinois at Chicago Circle, for the taxpayer has underwritten a sizeable part of the cost of the student's education, as is true in most state-supported colleges and universities.

An applicant for scholarship aid in any amount must submit some form of financial statement. If he seeks aid in excess of \$100, he will need to submit a Parents' Confidential Statement through the College Scholarship Service. This statement form may be obtained from high schools or from the Office of the Director of Financial Aids. See page 30.

Scholarship applications from new students will not be considered until a completed application for admission to the University has been received in the Office of Admissions and Records.

### **Scholarships Established by State Statutes**

*Scholarships Awarded by the Illinois State Scholarship Commission.* Approximately 1,700 high school candidates who are in the upper half of the graduating classes and who receive the highest scores in the Illinois State Scholarship examination and show financial need may win tuition-and-fee scholarships which may be used in any approved college or university in Illinois which has accepted the student. Although these are annual awards, they may be renewed for three additional years if the holder maintains a satisfactory record and shows financial need. Application forms and information may be obtained through high school principals. Scholarship awards for upper-class students already enrolled at Chicago Circle are also available from the Illinois State Scholarship Commission. Application is made through the campus Office of Financial Aids.

*County Scholarships Awarded on the American College Test Score.* The County Scholarship Committee of Illinois awards scholarships to the two graduating seniors in each county who have the highest American College Test scores. These scholarships can be used at any of the six state-supported universities in Illinois.

A number of scholarships also are awarded by the University of Illinois to graduating high school seniors in counties with populations in excess of 100,000. One scholarship is also available in each county for the following: a prospective home economics student, a prospective agriculture student, the child of a veteran of World War I, a child of a veteran of World War II, the child of a veteran of the Korean conflict. The scholarships are not restricted to high school seniors, but they can be used only at the University of Illinois.

*Scholarships Awarded by Members of the Illinois General Assembly.* Each Senator and Representative may nominate one student each year from his district for a four-year tuition waiver scholarship at the University of Illinois. Original nominations must be made before the beginning of the school semester. Appointments may also be made to fill vacated General Assembly scholarships.

*Scholarships for Students in Teacher Education and Teacher Special Education.* Students preparing to teach in the Illinois public schools may be eligible for these scholarships. State statutes also provide a number of tuition waiver scholarships for students who have completed junior college and wish to prepare to teach. Information is available from high school principals, deans of junior colleges, and county superintendents of schools.

*Military Scholarships.* A four-year tuition scholarship is provided by statute for each veteran who served in World War I if he entered the service between April 6, 1917, and November 11, 1918, and for each veteran who served in the Armed Forces at any time after September 16, 1940, provided eligibility requirements are met. For information on military scholarships write to the Director of Financial Aids at Chicago Circle.

## **Scholarships Awarded by Agencies Outside the University**

Many other scholarship programs, such as the National Merit Scholarship and the Westinghouse Talent Search, operate independently of colleges or universities. Information on these and many other scholarships is available from high school principals and counselors. Reference books on financial aids for undergraduates can be found on most library shelves or in high school and university counseling offices.

## **Loans**

Some one hundred years ago, the comprehensive, land-grant University of Illinois was established in Urbana-Champaign. To further assure the continuing availability of higher education, a student loan program, with low interest rates and the principal payable following graduation or withdrawal was established. Proof of its value are the thousands of students who have been able to earn their degrees and to pay for them later when their earning power enlarged.

## **Long Term Loans**

Recently, the federal government established under the National Defense Education Act a long-term student loan program with similar benefits. These long-term loans also allow students to complete their education with financial assistance when they most need it—while they are in school and are least able to finance it themselves.

When financial aid from parents, scholarship funds, and earnings will not cover the cost of the education of a promising student, a long-term loan may be justified. To qualify for such a loan a student must have a good academic record and show financial need. He and his parents will also be required to fill out forms showing the family's financial circumstances. (Married students



must submit a detailed family budget. The Financial Aids Committee decides what expenses are necessary costs of education.)

Long-term loan funds are established at the University through the generosity of individuals, organizations, and foundations and by federal legislation. These funds are generally grouped as follows: University of Illinois long-term loan funds, the National Defense Education Act loan funds, and the United Student Aid funds. The University also gives information about and helps students to obtain long-term loans from sources outside the University.

*The University of Illinois Long-Term Loans Program.* Under this program a student may request as much as \$250 a quarter; he may owe a maximum of \$2,500 at any one time. No commitment is made on the amount of a loan until all financial information on an applicant is considered. The amount finally approved by the Financial Aids Committee is subject to availability of funds and financial need of the applicant in relation to that of other applicants.

Applicants must meet these qualifications: a good grade average, financial need, reliable security (the signature of a financially qualified cosigner on a note or satisfactory collateral), registration for at least twelve quarter hours of work in a degree program and at least one quarter of registration in the University.

Notes are repayable in graduated monthly installments, beginning four months after the borrower ceases to be a full-time student. The total amount must be repaid not later than four years after the student is graduated or leaves the University.

All notes (unless otherwise provided by the donor of the fund) bear interest at 3 percent until maturity and 6 percent after maturity. Interest begins four months after the borrower ceases to be a full-time student.

Applications for long-term loans are accepted by the Financial Aids Office throughout the academic year. If possible, a student should apply at least one quarter before he needs the loan. Four to six weeks are usually required to process a long-term loan request.

*National Defense Education Act Loan Funds Program [NDEA].* These loans are available to undergraduate students, including freshmen, who show financial need. Priority is given to students with superior academic backgrounds. New freshmen must be in the top quarter of their high school graduating classes (by rank or by ACT score).

Undergraduates can borrow up to \$1,000 a year to a maximum of \$5,000. The yearly limit on loans to graduate and professional students is increased from \$1,000 to \$2,500, and the aggregate limit is increased from \$5,000 to \$10,000. An NDEA loan, both principal and interest, must be repaid to the University in ten equal installments beginning one year from the date the student ceases to be enrolled. Interest of 3 percent does not begin until a year after the student has left school or has been graduated. Payments are postponed and no interest is charged during a maximum of two years in the Peace Corps.

If the borrower serves as a full-time teacher in a public or a nonprofit private elementary or secondary school or in an institution of higher education, his loan and interest may be cancelled up to a maximum of 50 percent at the rate of 10 percent per year.



Loans from the National Defense Student Loan Program cannot be used to repay outstanding personal loans.

***United Student Aid Funds Program.*** The University cooperates with banks throughout the nation to make loans under this program available to students. Undergraduates may borrow up to \$1,000 a year, graduate students up to \$2,000 a year. A student may borrow a maximum of \$4,000 for his undergraduate and graduate programs. Freshmen are not eligible.

Repayment begins five months after a borrower ceases to be a full-time student. He has a maximum of four years to repay the loan in monthly installments.

Applications for these loans are initiated and processed in the Financial Aids Office and are then forwarded to the student's or his parents' bank. Applicants must have completed one year of college or university work. Applications are accepted throughout the school year.

## **Loans from Sources Outside the University**

Students may obtain low cost loans from such organizations as church or other foundations, fraternal orders, and philanthropic groups. Many private lending agencies have developed attractive loan programs for collegians.

The Financial Aids Office has information about these loan programs and will make arrangements for students to secure such loans.

## **Short-Term Loans and Emergency Arrangements**

Students may borrow for 30 to 60 days up to \$100 for educational expenses. The offices of the Director of Financial Aids, the Dean of Men, and the Dean of Women process these loans. A special provision permits a graduating senior to borrow \$200 for interviews with prospective employers.

A student also has the option of paying tuition and fees on a deferred-fee plan at Chicago Circle. The service charge is \$2. Information is available at registration.

Emergency aid, instituted for the individual student who may need amounts up to \$15, may be loaned upon interview with the Director of Financial Aids, the Dean of Men, or the Dean of Women. A student who wishes to discuss his or her budget or personal finances or who has an immediate financial problem will be welcome in any of the student affairs offices, particularly those referred to.

# Student Employment

One of Chicago's most significant experiments in the direction of correlating the schools with actual industry was for several years carried on in a public school building situated near Hull House, in which the brick-layer's apprentices were taught eight hours a day in special classes during the nonbricklaying season. This early public school venture anticipated the very successful arrangement later carried on in Cincinnati, in Pittsburgh and in Chicago itself, whereby a group of boys at work in a factory alternate month by month with another group who are in school and are thus intelligently conducted into the complicated processes of modern industry.

Jane Addams

*Twenty Years at Hull House*

On the Chicago Circle campus is a daily reminder of the earliest of experiments in work-study, internship-study programs for young people—Hull House. Student employment services, coordinated on this campus of the University of Illinois by Mrs. Edith Sarelas, are based on the assumption that a student who needs to work part time should be able to do so. Many student jobs are conceived in ways that contribute to the personal growth and learning experiences of the individual.

Opportunities for student employment in the city and on the campus are numerous and varied, and more than half of the students need to work to finance their way in the University. The employment counselor in the Student Employment Office will endeavor to place all students who wish to work, but it must be understood that jobs cannot be guaranteed.

Jobs on campus fall into at least three categories; instructional, clerical and technical. The instructional types relate to the academic departments and their processes. Students are hired as assistants to faculty and within the teaching program. Clerical jobs are related, as they imply, to the many office functions that keep a university going. Technical jobs are those which require specific talent or anticipate some special training and skill. Laboratories, the library, and other facilities often require technical workers. The Student Employment Offices, with a Job Center located on the eighth floor of University Hall, offer students employment counseling, exploratory materials, job listings, interviews, and referrals for employment by departments and agencies.

A student needs to plan his work and study schedule very carefully, including time spent in commuting. In some cases he may wish to arrange three quarters of schooling followed by a quarter of full-time employment. Each individual needs to consider the variety of ways that work, study, and commuting can be successfully interrelated.

The Student Employment Office welcomes the opportunity to counsel a student about some of the best types of employment for his particular needs, but

securing a position through application and interview, then retaining that position through effective work, is the responsibility of the individual.

*Summer Job Information.* The wise planner begins his exploration of and application for summer employment shortly after Christmas vacation. There are employing offices and agencies in the city, the state, and the federal government that assist a student directly in learning about summer-employment opportunities. Too, direct personal contact with the particular firm, institution, or agency is always wise, particularly if the student knows just what kind of job he wants.



As much material and information as can be gathered about summer jobs and opportunities will be on file in the Job Center and available to students. Summer camp and resort and various other special summer opportunities can be explored by a visit to the Job Center. The student is also encouraged to call, or visit, or to write directly for information to the Student Employment Office.

*The Economic Opportunity Act of 1964—Work-Study Program.* The student from a low-income family (by definition of federal law PL 88452 Section 124) who needs to earn while he studies will find a variety of jobs available, both on campus and off campus. Eligibility is determined after application to and interview in the Student Employment Office. Inquiries about eligibility should be made if there is any doubt.

The work assignments of the students under this program are either to the University or to a public or a nonprofit organization related to educational endeavors or to work that is in the public interest.

Students under the Work-Study part of the Economic Opportunity Act must be regularly enrolled full time and must be capable, in the opinion of the University, of maintaining good standing in a course of study while they are employed. The limit of 15 hours of work per week is established by law, and compensation is at University rates for the type of work to be performed. A provision is made for full time (40 hours per week) in summer for students on this program and for students new to it who will attend the University in the fall.

*Compensation and Work Loads.* University pay rates for student employment follow regularly established scales. More technical and specific types of student employment may pay still more. Students are urged to work no more than half-time during the week at any job, or jobs, while they are enrolled in full-time course work.

Inquiries about all of the foregoing programs and aids may be directed to:

The Office of Financial Aids  
808 University Hall  
University of Illinois at Chicago Circle  
Box 4348  
Chicago, Illinois 60680



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